

### **Communication from the Church to Members and Friends**

The Church Administrator will receive all announcements and information for publication and sends out all email to the congregation. The Administrator also provides information to be posted on the web to the webmasters.

Friday Email delivers the Weekly Contact content via the internet. Email to inform members and friends of emergencies may be sent out when necessary.

Announcement of a member's death will be a stand-alone announcement and not included as part of a larger set of announcements.

Appropriate announcements received in the church office by noon on the Thursday preceding the Sunday service will be sent in the Friday Email and printed. The Weekly Contact which is enclosed with the Order of Service is the preferred method of dispensing important information.

Church group emails should conform to the following guidelines:

1. The message should relate to activities within our church or within our Denomination.
2. The message should target a significant portion of our membership, not just a small group within the membership.
3. In deciding whether or not to use email, consideration should be given to the fact that a significant minority of our membership does not have email capability.
4. No embedded messages or links may be sent by email to the entire congregation.
5. Information about activities or groups outside of the church is permitted only if sponsored by a church committee.
6. The minister and/or church executive committee may make exceptions to these guidelines.

### **Weekly Contact Newsletter**

**Purpose:** Provide communication about church events and issues for members and friends of the Unitarian Universalist Church of Sarasota.

*Weekly Contact* will be inserted in the Order of Service as well as mailed free to all members without access to email and who are unable to attend Sunday services

Items published in any given issue will be selected, in general, according to the following priorities:

**Immediate:**

1. Sunday morning service, Religious Education, forums, etc.
2. Notices of congregational meetings and elections
3. Weekly calendar
4. Time sensitive messages from minister, Life Span Learning/Social Justice Director, President, Treasurer
5. Information on church events for the period covered

**As Soon**

**As Possible:**

1. Notices of Church, District, Cluster, General Assembly meetings taking place after the period covered
2. Thanks and acknowledgments
3. Directory update
4. Informative articles directly related to church concerns, e.g., UUSC
5. Personal news of members
6. Columnists from the Board, Staff and Committee Chairs

**Policy for *Weekly Contact* articles and letters:**

1. Articles may be edited for length, clarity and usage.
2. Writers should be concise, clear and accurate. All submissions must be signed. Topics and tone should be appropriate for a Unitarian Universalist church newsletter
3. Material should reach the Church Administrator by noon on Thursday for publication in the Friday Email and Sunday's *Weekly Contact*.
4. The church administrator, who is editor, has the authority to select and edit articles and letters within the priorities and policies outlined above.
5. Grievance procedure: Anyone dissatisfied with the publication of *Contact* should first bring the matter to the attention of the editor and, if still dissatisfied, should inform the president.
6. No employee except the minister shall submit a letter or personal article to the newsletter regarding personnel issues without first gaining the approval of his or her supervisor.

**UUCS Website**

The minister, church administrator, and webmasters will together make adjustments to the website as necessary to accommodate the changing needs of the congregation. Committees and groups will report on their activities soon after they occur. Each committee will update its contact and descriptive information at least once a year.

### **Sunday Announcements**

Sunday announcements are provided from the pulpit to inform the congregation about church and denominational activities that were not included in the Weekly Contact or which need special emphasis.

### **Denominational Affairs**

Delegates to denominational meetings shall be appointed by the Board of Trustees upon nomination by the Denominational Affairs Committee.

If there are issues to be voted on in the meeting to be attended, the delegate or delegates will solicit the opinion of the congregation prior to the meeting. This should include as many congregants as possible. Polling or surveying is acceptable.

Delegates shall report the results of the meeting to the congregation through an article published on line and in the Weekly Contact as soon as possible after returning.

### **Communications with the Public**

Announcements of upcoming Sunday Sermons, Forum topics and information about the children's Religious Education program will be sent to the Sarasota Herald Tribune weekly. Opportunities to use other venues will be considered as they arise.